
REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

MEMBER INDUCTION 2017

Reason for this Report

1. To provide the Committee with the draft Member Induction Programme to comment on, for implementation following the Local Elections in May 2017 (attached as Appendix A). Please note this is work in progress and the programme may be amended further.

Background

2. The Local Government (Wales) Measure 2011 sets out a number of requirements in relation to Member learning and development. In particular, it requires authorities to “secure the provision of reasonable training and development opportunities for its Member within budgetary constraints”.
3. In accordance with the Council’s Statement of Action in response to the Wales Audit Office (WAO) Corporate Assessment ‘Follow On’ report 26 February 2016, this Committee was asked to have oversight of the development of an induction programme for delivery to newly elected Members to start at the beginning of the new Council term in May 2017.

Issues

4. This Committee at its meeting on 7 December 2016 agreed those sessions identified as essential learning for all new Members; agreed that in addition to formal face to face sessions that Members are encouraged to access e-learning modules; on line course workbooks and handouts; and webcasted / recordings of training sessions.
5. The Member Induction Officer Project Group established under the Performance and Governance Organisational Development Programme is meeting each month and has in accordance with the Committee’s requirements identified a learning and development plan that will provide new Members and returning Members with the required skills and knowledge to enable them to carry out their roles.
6. The programme is set out as follows: -

Core learning: this will include essential sessions to take place from 8 May to July 2017 that will include an introduction to the Council and essential sessions relating to:-

- statutory responsibilities for Members e.g. Code of Conduct; Data Protection; Equalities and Diversity; Corporate Parenting; Health and Safety.
- specific role related training e.g. Cabinet Members, Chair of Council, Chairs of Committee.
- committee based essential training in accordance with terms of reference e.g. Regulatory Committees; Standards and Ethics; Audit Committee; Pensions Committee.
- awareness sessions on specific roles of committees e.g. Scrutiny Committees.
- All Member briefings on important and or imminent matters – for example arrangements for the Champions League Final, 3 June 2017.

Topic related sessions: from July – October 2017 to include briefings to improve knowledge base; on key priorities for the Council; and workshops to support skills development.

Optional sessions: for example mentoring; IT surgeries; new member drop-in surgeries.

Regional Training: The WLGA are facilitating five regional workshops for new Members in October / November 2017 and these are outlined in the plan and provide new Members with the opportunity to talk to other new Members, from other local authorities, and will be good learning opportunities.

7. Delivery of sessions will involve Directors Senior Officers and trainers and a blend of learning opportunities with face-to-face interactive workshop sessions; regional events; e learning; market place Directorate specific information (an open session with information/staff available to introduce themselves and explain their service; a visit to C2C; a coach trip to visit key sites; and some formal presentations and briefings.
8. The timing and number of repeat sessions will be varied to enable all Members to attend one of each programmed face-to-face session.
9. Details of the Member Induction will be provided to all successful candidates as part of their welcome pack to be provided to them at the count centre by the Count Manager following their election.

Legal Implications

10. The relevant requirements of the Local Government (Wales) Measure 2011 are referred to in the body of this report. There are no other direct legal implications arising from the content of this report.

Financial Implications

11. There are no direct financial implications arising from this report with any costs associated with development and support being met from existing resources.

Recommendation

The Committee is requested to note and endorse the approach and proposed draft Member Induction Programme for new and returning Members from May 2017

GEOFF SHIMELL

Acting Head of Democratic Services

28 February 2017

Appendix A – Members Induction Programme from May 2017